

Concrete action points

a) Use the programming process of the committee as an outline

- ✓ **Keep in mind the terms of reference of your committee** in relation to the gender mainstreaming obligation, as well as other commitments in this respect (Council of Europe Gender Equality Strategy, Committee of Ministers' recommendations, etc.).
- ✓ **Look at the long term planning of the committee** to identify priorities and make a plan of what you want to achieve. Prepare activity proposals with the help of supportive colleagues before discussing them among a larger group/within the committee.
- ✓ When there are elections in the committee, raise the issue of the **need to achieve a balanced representation of women and men** (a minimum of 40% of each sex according to Council of Europe standards; while parity 50/50 would be ideal).
- ✓ We all hold assumptions and stereotypes based on gender that can impact our work; the first step is to acknowledge them in order to combat them. **Check your own gender stereotypes and assumptions on the issues dealt with by your committee.**

Concrete action points

b) Prepare the meetings of the committee

- ✓ Before each meeting of the committee, look at the agenda and **ask yourself on which topics and activities might it be relevant to raise issues related to gender equality.**
- ✓ **Look for allies and involve other members of the committee,** find colleagues interested in the issue and who could provide suggestions. Encourage questions; formulating a good question is the beginning of finding a good solution.
- ✓ **Look for an evidence-based approach in the work of the committee:** research and disseminate data and information on the gender equality perspective in relation to the topic at stake. Be aware of the potential existence of good-quality research that you could build on.

Concrete action points

c) Invest in terminology and common language

- ✓ Help colleagues in the committee know what they are talking about and uses the **same terminology** (for example, the difference between “sex” and “gender”). The Council of Europe Gender Equality Glossary can be of help in this regard.
- ✓ Be aware of possible **linguistic challenges** with regard to the term gender and its translation in different languages. Be aware of the fact that a translation can contain sexist language that was not present in the original text.

Concrete action points

d) Compile information, good examples and best practices

- ✓ **Check the gender equality website** (www.coe.int/equality) of the Council of Europe to get acquainted with existing standards, publications and links.
- ✓ **Check the resource section of the GER Handbook.**
- ✓ **Check previous gender mainstreaming activities of your committee.**
- ✓ **Get specialised information from committees working on similar issues**, such as those with a strong legal content who might want to join forces in gathering and obtaining specialised background training and /or information.

Concrete action points

e) Organise a training session, conference or other event

- ✓ **Propose the inclusion of a session on gender equality or gender mainstreaming** during a future committee meeting.
- ✓ **Ask** the Secretariat and/or Gender Equality Division to recommend **potential experts or other relevant** international organisations who could help to improve knowledge, support and ownership within the committee.
- ✓ **Ask** other committee members **to present good examples from their country.**

Concrete action points

f) Your committee, gender equality, visibility and the media

- ✓ Do not underestimate the possible interest of other stakeholders in the committee's activities with regard to gender mainstreaming. If you are working in an area where gender mainstreaming is new, **you may attract interest and build new links with other organisations**, such as United Nations agencies or universities.
- ✓ Some committees also attract media attention thanks to their work on gender mainstreaming. Keep this in mind when planning your activities, including an adequate communication plan. Be aware of the political and societal trends around your topic and gender equality. **Use potential external and media interest to the advantage of the committee.**
- ✓ **Activities of your committee** related to gender equality can also feature as **news on the gender equality website**, which will increase the visibility and recognition of your committee to a different public.